

## **CHAPTER 7, SECTION D**

### **D. OBLIGATION ADMINISTRATION BRANCH.**

NOTE: The obligation documents listed in these desk top instructions are not all inclusive. Reference AFR 170-8, Accounting For Obligations, for prerequisites on recording obligations.

Organizational Structure: The following section provides the basic functions of obligation processing. Due to the evolving nature and diversity of each OPLOC, the method to implement these processes will be left up to each OPLOC. The implementation of this function as a part of the Accounts Payable Branch will be an individual decision. It is highly recommended that the "team" processing concept not be applied to tasks related to BCAS interface processing, this function should remain intact and assigned to specific technicians. Likewise, all processes for the IMPAC program, utilities, BPA's, and other similar processes be combined so specific teams can process all tasks; obligations, receiving reports, and invoices, in their entirety. As the OPLOC grows in complexity, an organizational change may be required to allow for more specialization of functions due to the sheer volume of obligation transactions.

#### **1. TASK - Hard Copy Obligation Document Sort.**

Vendor Pay, Obligation Administration section initially receives all hard copy obligation documents from the mailroom. For ease of processing some obligation documents, as determined locally, should be sent directly to Accounts Payable Branch, miscellaneous processing team

##### **a. OPLOC:**

(1) Obligation Administration technician sorts the obligation documents, some examples are listed below by document type for ease of processing:

- Contracts/Contract Modifications
- Project Orders
- Cash Awards
- Request For Training, DD 1556
- Interservice Support Agreement
- Blanket Purchase Agreement
- Miscellaneous Obligation Reimbursement Document (MORD)
- Military Interdepartmental Purchase Request (MIPR)
- Notice of Award
- Rental/Lease Agreement
- SF 44, Purchase Order-Invoice-Voucher

(2) Contracts/Contract Modifications are further sorted by contract type.

(3) Central Procurement Accounting System (CPAS) contracts. Receive and review hard copy contract, identify Secondary Document Number (Ex: Purchase Request Number) and obligate via the CPAS on-line Obligation Function.

(4) All obligations documents should be date stamped for computation of potential interest penalty payments.

(5) Other non-automated contracts/obligations. Other contracts would include contracts processed by non-BCAS contracting offices, classified, education services, and public utilities. Sort other contracts into "For Self" contracts and "By Others" contracts which are forwarded to the Intergovernmental branch for processing.

1 For-Self contracts, paid by the OPLOC, are manually input into IAPS. Reference IAPS Training Guide, pages 55, 60.

2 By-Others, paid by another station, contracts are manually input directly into BQ or CPAS by the Intergovernmental Branch.

a Review commitment already recorded on the Open Document Listing (ODL) for Document Summary Record (DSR)/Program Summary Record (PSR) and annotate on face of hard copy contract. For CPAS, the Add Contract Function will provide visibility to the commitment already recorded.

b If commitment cannot be found on the ODL, contact the appropriate base level FSO for proper PSR/FSR address. For CPAS, if the commitment is not found using the Add Contract Function, go to the Display Purchase Request Function for required information for input. If information not found, notify the FSO for appropriate information to be obtained.

c Input contract obligation into BQ using appropriate input screen such as Obligation 1 (\*GET OBLIG1) (reference AFR 177-370, attachment 3). For CPAS, use the Contract Function, Add Contract Function screen.

d Post DSR response found at the bottom of the obligation input screen on the face of the contract.

e If a management notice appears at the bottom of the input screen, notify supervisor. Supervisor will clear management notice with Accounting Operations (DFAS-XX/AO) division. Notices can be given for potential insufficient funding and must be dealt with promptly. When any straight obligation transaction (e.g., XO) results in an FSR or CSR management notice, notify Accounts Management (DFAS-XX/AOA). All direct obligations (XO) need to be approved by the FSO prior to input if no commitment is loaded.

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(6) Create contract file folder insert contract documents in folder, and provide folders to Accounts Payable Branch for filing in each team's central contract file.

(7) The other obligation documents listed above (other than BCAS contracts) are manually input into an applicable accounting system, CPAS, IAPS or BQ. Reference specific Desk Top Instruction for manual input of non-interfaced obligations.

(8) Manually create Contract folder labels.

(9) Follow same procedures for matching to commitment, recording DSR, etc.

(10) Forward all obligations not paid "For-Self" to Intergovernmental Branch.

**b. FSO:**

Provides assistance researching commitment or question of insufficient funding issues when notified by the OPLOC.

**c. ANG/Rome Lab:**

(1) ANG will maintain all obligation folders for obligation paid by another paying station other than the OPLOC.

(2) Posting of By-Others will be accomplished by the ANG AFO.

(3) By-Others line items will be suspended to the unit by the OPLOC.

(4) Processing will be completed by the specified due date.

(5) Responsible for Obligation validation.

**2. TASK - Base Contracting Automated System (BCAS) Interface Procedure.**

A file-to-file interface between BCAS and IAPS of vendor and contract information. This process automatically obligates contracts in IAPS and decommits unused portions of committed funds, releasing these excess funds back to the original customer's account. This process is normally executed daily as part of End-Of-Day processing. Listings will be received daily from the Systems Administration Division and forwarded to Obligation Administration. (For CPAS contracts, must establish an X-PSR to remove from B status and manually input obligation to CPAS. If the commitment is not found using the Add Contract Function, go to the Display Purchase Request Function for required information for input. If information not found, notify the FSO for appropriate information to be obtained.)

**a. OPLOC:**

(1) Procedures to Reconcile BCAS Interface Output Products (reference AFM 177-390, volume III, 1 Nov 94). Recommend clear assignment of BCAS processing functions to specific associates to ensure all tasks are performed in a timely manner and retain a measure of accountability for task completion.

(2) TQ000241 - Contracting Office Not Providing an Interface This Cycle AFM 177-390, paragraph 14.3.3.1a(6).

(a) Contact the Systems Administration Division to determine if any processing problems were incurred during EOD processing.

(b) If no problems found but contracts did not interface, contact the respective Base Contracting Office to determine if an interface did not execute, or determine the exact reason for non-receipt.

(c) If the Contracting Office determines that the BCAS did not run an end-of-day, no further action is required.

(d) If the Contracting determines that the BCAS end-of-day did run but for some reason the interface did not work, coordinate with Systems Administration to check the ADRSS System to ascertain the problem. If the file can not be found in ADRSS, have the Contract office reaccomplish the interface file. Request a run of the file once obtained outside of end-of-day.

(e) This listing is destroyed with supervisor approval only.

(3) TQ000017 - BCAS Interface, IAPS Records Not Processed AFM 177-390, paragraph 14.3.3.1a(1). This listing contains a list of modifications and deletions to contracts that require manual input into IAPS. Technician must have hard copy contract/modification before inputting into IAPS.

(a) Use listing as a suspense tool to ensure receipt of hard-copy documents. Provide complete annotations as to date documents processed. Retain file for 1-year after close of FY.

(b) To add modifications to contracts, reference IAPS Training Guide, page 79. Ensure appropriate decommitment is made.

(c) To delete contracts, reference IAPS Training Guide, page 80.

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(4) TQ000023 - BCAS Records Added/Suspended AFM 177-390, paragraph 14.3.3.1a(2). Two part listing:

(a) Part I Suspected Duplicate Vendor Codes.

NOTE: Vendor codes at time of data base merger to an OPLOC need to be monitored for duplicates. Base Contracting Offices (BCO) IDs cause elimination of the duplicate, and a new vendor code is assigned automatically. This must be closely monitored during all mergers.

(b) Part II Suspended Contracts. Contracts added to the IAPS database that either do not have linked line item records or the award date in the contract is invalid. These are suspended by a contract status code "S". (The most common cause is a duplicate requisition number.)

1 Review all suspended contracts in IAPS, and upon receipt of a hard copy contractual document, add missing contract line items or correct award date. Check to ensure status code "S" items are cleared.

2 To add a contract line item, reference IAPS Training Guide, pages 82-83. (Requisition number may need to be changed.)

(5) TQ000024 - BCAS Update Error Report AFM 177-390, paragraph 14.3.3.1a(3). This listing provides a record of contract and/or contract line item records that were not added to the IAPS database.

(a) Upon receipt of hard copy contractual document, compare with IAPS system data and make correction.

(b) Review errors printed on listing and view contract in IAPS.

(c) If contract is already loaded and does not have a status code, no further action required.

(d) If a contract must be added, reference IAPS Training Guide, pages 55, 60.

(e) If contract items are missing, reference IAPS Training Guide, pages 82-83.

(f) Ensure no status code errors exist.

NOTE: All BCAS interface listings except as noted above may be destroyed after correcting all errors and corrective action taken.

(6) TQ000064 - Contract/Purchase Request Auto-Obligation to BQ Reject Listing AFM 177-390, paragraph 14.3.3.1a(5). This listing provides all contracts that could not process against a specific purchase request (commitment) due to the error conditions stated on the listing.

(a) For assistance in correcting rejects, refer to AFM 177-390, volume III, figure 14-7.

(b) To Auto-Obligate a contract, refer to IAPS Training Guide, page 60.

(c) Annotate corrective action on listing. File in Obligation Administration section. Maintain for one year.

(7) IAPS Contract Labels AFM 177-390, paragraph 14.3.3.1a(4). A printed label is provided for each BCAS contract added to the IAPS database through the automated BCAS interface.

(a) One method to control receipt of documents is to use a rubber date stamp each label the receipt date; place each label on a file folder; file each folder in suspense file sequentially by date and contract number pending receipt of hard copy contractual document at the OPLOC.

(b) View contract in IAPS:

1 Ensure vendor name and contract terms are correct.

2 Multiple award of contracts are not accommodated by the system. If this occurs review the accounting classification for partial or final use of Purchase Request, AF Form 9. Note: For contracts that are "partially" used from a Purchase Request, the contract will automatically delete the complete commitment. Contact the FSO immediately to re-commit unused funds and assistance in dealing with the contracting office to discontinue this practice.

3 Ensure that IAPS status code is blank.

4 Input "remit to" information into IAPS if other than contract address is indicated on hard copy contract.

5 Upon receipt of hard-copy contracts review to determine if there are "advance", "fast pay", or "construction/progress" type contracts.

6 For "advance" payments (reference AFR 177-102, chapter 4; examples include subscriptions, post office box rental, etc.), change the pay provision in

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IAPS to an "A". If contract states "no invoice will be provided" give contract directly to Data Entry to prepare a "no invoice required" letter for payment processing.

(c) For "fast pay" payments (contract cites FAR 52.213-1), change the pay provision to an "F".

NOTE: Payment terms are NET 15 days.

(d) For "construction/progress" payments, change the terms to NET 14.

(e) When hard copy contract documents are received, file in appropriate contract folder.

1 Forward contract folders (other than By-Others) to appropriate Data Entry team for filing in the team's central file.

2 Forward By-Others contract folders to Intergovernmental branch for filing.

(f) Suggest that if hard copy contracts have not been received within 10 work days of the label receipt date, contact the appropriate BCO or FSO to request documents or to provide contract status. Notify Obligation Administration supervisor if contract documents are not received within 5 days of contacting the BCO or FSO.

(8) Tax Identification Number (TIN) Processing:

Review BCAS interface to ensure tax identification numbers (TIN) are provided. Coordinate with contracting office for missing numbers. Also, coordinate with the medical facility to ensure TINs are provided, when required. Notify Recon and Reports of any difficulties in obtaining TINs for IRS reporting purposes.

**b. FSO:**

Procedures For BCAS Interface (reference AFM 177-390, Volume III ,1 Nov. 94).

(1) BCAS File Does Not Interface: If contacted by the OPLOC that the BCAS file did not interface to IAPS, contact the base contracting office to determine reason why.

(a) If there was a BCAS end of day run, obtain the date and time when file was sent and forward to OPLOC.

(b) If BCAS end of day was not run, notify the OPLOC.

(2) Missing hard copy contract: If notified by the OPLOC that they have not received the contract(s), contact the BCO to obtain the original or duplicate original of the contract. Forward to OPLOC.

(3) No commitment is recorded in BQ/IAPS: If contacted by the OPLOC because there is no commitment recorded in IAPS/BQ, research and input commitment in system. Notify OPLOC when accomplished.

(4) Coordinate a process with the local contracting office that ensures the FSO is notified when one AF Form 9 will have multiple contract awards.

(5) Work out a distribution process with contracting to either; have appropriate AF Form 9 numbers properly annotated on contract Modifications, or have copies of MODs sent through the FSO for matching to AF Form 9. Annotate and send to OPLOC.

(6) This process is critical to the proper timely recording of contract modification.

**c. ANG/Rome Lab:**

Same as FSO.

**3. TASK - Medical Logistics (MEDLOG) Interface Procedures.**

**a. OPLOC:**

Procedures to Reconcile MEDLOG Interface Output Products: Reference AFM 177-390, volume III, 1 Nov, 94.

(1) TQ000081- Daily Medical Interface List (14.3.3.1b(1)). Two part listing:

(a) Part I Contract/Item Load: Provide a list of items (rejects only) that could not be loaded. Error codes are given. Research and make manual corrections to IAPS.

(b) Part II Contract/Item Update: Provide a record of updates (rejects and accepts) from the contract call file. It contains changes to previously added contract calls. Research and make manual corrections to IAPS if needed.

(2) IAPS Contract Labels: Reference Desk Top Instructions, BCAS Interface Procedures, and IAPS contract labels.

**b. FSO:**



Not applicable.

**c. ANG/Rome Lab:**

Not applicable.

**4. TASK - Blanket Purchase Agreement (BPA).**

Reference AFR 177-102, chapter 9, paragraph 5.

BPAs are unfunded requirements type contracts. At the beginning of each fiscal year, BPAs are funded via a Purchase Request (AF Form 9) or a Fund Cite Authority (AF Form 616). There are two types of BPAs - centralized and decentralized. Calls or orders for goods or services against a centralized BPA are placed by contracting personnel. Calls or orders for goods or services against a decentralized BPA are placed by the using organization (e.g. hospital). An obligation is recorded by Obligation Administration section when a BPA call register is received.

Processing Obligations for Special Operations will not always have normal source documentation and may require special handling.

**a. OPLOC:**

(1) Ensure call registers are received at least weekly from each maintaining activity or FSO (centralized only). Procedures must be given and understood to AF 616 holders by the FSO with assistance from the OPLOC.

(2) View IAPS to see if BPA contract is established.

(a) If contract call has been automatically interfaced, ensure status code is blank.

(b) If contract call has not been automatically interfaced, manually input contract into IAPS and auto-obligate from funding document (AF Form 616 or AF Form 9). (Reference IAPS Training Guide, pages 55, 60, 62.)

(c) For CPAS, receive monthly call register from FSO, record obligations via the Contract Function, Add/Modify Contract function screen.

NOTE: Enter as award category "A".

**b. FSO:**

(1) Provide proper call register maintenance procedures to all BPA administrators and requirements as to the frequency of submitting the registers to the FSO.

(2) Receive weekly call registers the base contracting office for all centralized BPAs.

(3) Receive weekly call registers from using activities for all decentralized BPAs.

(4) Annotate the funding document number of each call on the call register.

(5) Forward the register to Obligation Administration section for processing obligation.

**c. ANG/Rome Lab:**

Same as FSO with the following exceptions:

(1) Disregard paragraph b(4).

(2) Process obligation into IAPS.

**5. TASK - Miscellaneous Obligation Reimbursement Document (MORD).**

Reference AFR 170-8, paragraph 6c; and AFR 177-102, paragraph 10-9 for a definition and specific information regarding MORDs. The following are some of the more common types of obligations that are established using a MORD:

- Utilities (Electricity, Gas, Water)
- Commercial Telephone Bills
- Lease Payments
- Non-Temp Storage
- Suggestion Awards
- Communication Service Authorization, DD Form 428
- Customs Fees

**a. OPLOC:**

(1) When AF Forms 406 are received from FSO, validate information and input obligation to BQ and/or IAPS.

(2) If "For-Self" payments will result from this MORD, inquire BQ via PAPERVIEW to determine if the FSO has already obligated funds. (Normally at month-end and/or fiscal year-end this may be required.)

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(a) If so, manually input obligation in IAPS using the applicable DSR/PSR to avoid duplication. Process a "QD" transaction in BQ to match the same MORD/contract number to alleviate BQ/IAPS mismatches.

(b) If MORD is not already obligated, input obligation into IAPS using the applicable PSR/FSR; ensure any previous commitment record is reduced. Reference IAPS Training Guide, pages 55, 60.

(c) Utilities - One method for processing estimates and obligations would be to enter amounts both UOO and AEU directly into BQ. Process payment vouchers using manual voucher screen with appropriate DSR/PSR for chargeable lines of accounting. This requires maintaining a manual MORD for recording of transactions. Alternative method:

- 1 Using regular IAPS establish a utility (actual or dummy) contract
- 2 Load funding as indicated on MORD or contract
- 3 Input monthly estimates as receiving report to update AEU
- 4 Once bill received, adjust AEU amounts to match actuals

NOTE: MAFR transactions will be a UE transaction from manual screen.

(3) Monitor fund availability and usage to ensure sufficient funds are obligated for current expenditures and future periods. Notify FSO for additional funding.

(4) If it is a "By-Others" MORD, payment will be received via By-Others cycles. Send to Intergovernmental Branch who will obligate in BQ only, using a By-Others processing code (G) PSR address.

**b. FSO:**

(1) Receive request to establish MORDs from various base activities (e.g. CE for utilities and rental lease agreements; Communications Squadron for telephone bills and other written administrative determinations). Reference AFR 170-8, paragraph 6a, 6b; AFR 177-102, paragraph 10-9.

(2) If request meets regulatory requirements, per AFI 65-601, and funds are available, prepare AF Form 406, Miscellaneous Obligation Reimbursement Document. Reference AFR 177-102, paragraph 10-10. Preparer sign as the preparer and certifying official sign as the approving official.

(3) As reference have requesting organizations requesting a MORD provide the following information. Use a locally developed worksheet:

- (a) MORD document number as assigned by the FSO (see numbering scheme below)
- (b) Date funds will be required, i.e. entire FY a single purpose DDMMYY.
- (c) If applicable, vendor's name and address or if by-others payments will result name and address of performing activity.
- (d) Actual or estimated amount of funds to be reserved.
- (e) Brief description of services and/or supplies that are being obtained.
- (f) Fund cite(s) including workorder and job order numbers.
- (g) Point of contact and telephone number at requesting organization.
- (h) Have resource advisor sign and date document.

(4) MORDs will be controlled sequentially in a MORD document log. Reference October 1994 DFAS-DE/ANAA message on standard document numbers which only requires use of the BQ site code as part of the document number.

(5) To facilitate IAPS input, MORD numbers will be assigned as follows and shown on the document:

- (a) Represents obligation/contract add input by the OPLOC:

1st and 2nd position = document identifier "OS" (cc 30 in BQ).

3rd - 6th positions = "MORD".

7th - 8th positions = fiscal year.

9th - 10th position = BQ site code.

11th - 14th position = sequential MORD number.

- (b) Forward original MORD, AF Form 406 to OPLOC. Maintain copy for FSO files.

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(c) After three workdays, follow-up to ensure input by OPLOC using an IAPS Outstanding PR listing/BQ inquiry. If not loaded, contact the OPLOC - Obligation Administration.

**c. ANG/Rome Lab:**

Same as FSO with the following exceptions:

(1) Disregard paragraphs b(5) and b(6).

(2) Include the following:

(a) Input obligation to BQ and/or IAPS.

(b) If "For-Self" payments will result from this MORD, inquire BQ via PAPERVIEW to determine if the FSO has already obligated funds (normally at month-end and/or fiscal year-end this may be required).

If so, manually input obligation in IAPS using the applicable DSR/PSR to avoid duplication. Process a QD transaction in BQ to match the same MORD/contract number to alleviate BQ/IAPS mismatches.

If MORD is not already obligated, input obligation into IAPS using the applicable DSR/PSR. Reference IAPS Training Guide, pages 55, 60.

Utilities - Establish estimates and obligations directly into BQ.

If it is a "By-Others" MORD, payment will be received via By-Others cycles. Obligate in BQ only using PSRs established with a By-Others processing code of "G".

**6. TASK - Processing Legal Claim Obligation Documents.**

Legal claims are payments to military/civilian government personnel for damages incurred to personal property. The approved claims paperwork is received from the base legal office for processing payment.

**a. OPLOC:**

(1) Initially each base must have a vendor code and contract established in IAPS.

(a) Establish a vendor record for each base assigned to the OPLOC. Add a vendor record (one per site/base) using the base site number as the vendor code and "18

\*\*\*s" (to fill the field) as the vendor name. (Reference AFM 177-390, paragraph 9.3.2, and IAPS Training Guide, page 46.)

(b) Establish a contract using the letters "MORD", fiscal year, 2-digit site ID, and the word "LEGAL" (e.g., MORD9501LEGAL) as the contract number (reference IAPS Training Guide, page 55).

1 Enter award category "A". (This will allow you to add the contract without a contract total and contract line items).

2 Enter Prompt Payment Act (PPA) code "E" for exempt and maximum pay days of 5. (This will ensure the member is paid on the next IAPS payment date.)

(c) Receive the legal claim from the base legal services office.

(2) Add the individual claims as a call against an AF Form 616, Fund Cite Authority (previously established in IAPS by the FSO), using the last four digits of the claim number as the call number (reference IAPS Training Guide, page 33, and CPAS Users Manual, AFMCM 177-417). This will keep track of the AF Form 616 for later reconciliation between the legal office and the FSO.

(3) Forward legal claim package to the Data Entry section for priority payment processing.

**b. FSO:**

Receive AF Form 616 from the base legal office. Input commitment into CPAS or IAPS. (Reference Data Entry Desk Top Instructions for processing AF Form 616.) Notify legal that the last 4-digits of the claim number will be used. Review claim documentation for completeness and forward to the OPLOC. Provide locally determined control number.

**c. ANG/Rome Lab:**

If Legal claims are processed, send to OPLOC for payment processing. Ensure funds are available and annotate appropriate DSR/PSR on documents.

**7. TASK - Clothing Request/Receipt (AF Form 656/659) Processing.**

Organizational clothing requests are issued using an AF Form 656/659. The approving official is responsible for the propriety of charges when approving the form. Military members take the certified/approved AF Form 656/659 to the Military Clothing Sales Store to purchase required clothing. Army, Air Force Exchange Service (AAFES) will

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bill for these items. Maternity clothing allowance must be certified by FSO Military Pay section and annotated on the AF 656.

**a. OPLOC:**

AF Form 656:

(1) Initially, each base must have a vendor code and contract established in IAPS for AAFES.

(a) Establish a vendor record for AAFES. Add a vendor record using the vendor name (reference AFM 177-390, paragraph 9.3.2, and IAPS Training Guide, page 46).

(b) Establish a contract using "MORD", a fiscal year, 2-digit BQ site ID, and the word "AAFES" (e.g., MORD9501AAFES), as the contract number (reference IAPS Training Guide, page 55).

1 Enter award category "A". (This will allow you to add the contract without a contract total and contract line items).

2 Enter Prompt Payment Act (PPA) code "E" for exempt and maximum pay days of 5.

(c) Create a contract folder for each individual contract number established and forward contract folders to Data Entry section for filing in teams' central contract file.

(2) Add the individual form as a call as you would against an AF 616 (previously established in IAPS by the FSO), using the last four digits of the control number assigned on the AF Form 656/659 as the call number (reference IAPS Training Guide, page 33). File individual "calls" in the appropriate contract folder. If an AF 616 is not used individual forms must be certified.

AF Form 659:

(3) Establish a vendor record for each base using XX (site code) AF659 and 18 \*\*\*'s as vendor name.

Set-up contact number as OSMORDFYXXAF659.

(4) Use award cat "A", PPA "E" and max pay days of 5.

**b. FSO:**

(1) Establish a control log to sequentially number AF Forms 656/659 as they are received. Use document numbering scheme that includes BQ site-ID for individual forms.

(2) Certify individual forms citing the correct appropriation and annotate the corresponding PSR/DSR. Use manual check of OBL/AL or BQ inquiry to check fund availability.

**c. ANG/Rome Lab:**

Same as FSO to include process obligation into BQ & IAPS.

**8. TASK - Supplemental Health Care (AF Form 676) Processing.**

The local medical treatment facility (MTF) can refer members to civilian health care providers. Authorization for Alternative Health Services Form Letter or AF Form 676, Authorization for Supplemental Civilian Health Services, are used to obtain such care for services and are recordable obligations. The sometimes complex nature in handling AF Forms 676 will require specialized instructions in dealing with partials, changes in health care providers, etc.

**a. OPLOC:**

(1) Initially, each base must have vendor codes and contracts established in IAPS for each doctor, hospital or health care provider they use (may need to be established upon consolidation).

(a) Establish a vendor record for each health care provider used. Add a vendor record using the vendor name or acronym. (Reference AFM 177-390, paragraph 9.3.2 and IAPS Training Guide, page 46.)

(b) Establish a separate contract for each health care provider by using the local Stock Record Account Number (SRAN), fiscal year, and a serial number beginning with "H" (e.g., FM30595H0001, FM330095H0002, etc.), as the contract number (reference IAPS Training Guide, page 55). A listing of assigned numbers and vendors/providers must be provided to Data Entry.

Enter award category "A". (This will allow you to add the contract without a contract total and contract line items.)

(c) Create a contract folder for each individual contract number established and file contract folders to with appropriate Data Entry team.

(2) Receive the AF Form 676 or authorization letter from base MTF.



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(3) Add the form as a call against an AF Form 616, Fund Cite Authority (previously established in IAPS by the FSO), using the last four digits of the control number assigned on the AF Form 676 as the call number (reference IAPS Training Guide, page 33). This will keep track of the AF Form 616 for later reconciliation between the MTF and FSO.

(4) Ensure the unique contract number is annotated on each AF Form 676 and filed in appropriate contract folder.

**b. FSO:**

(1) Receive an AF Form 616 from the MTF, certify fund availability, and input commitment into IAPS. (Reference Data Entry Desk Top Instructions for processing AF Form 616.)

(2) Perform reconciliation with the MTF monthly.

(3) Provide assistance as necessary to the OPLOC to resolve issues with the MTF.

(4) Periodic meetings with the MTF are recommended to resolve issues such as AF Form 616 reconciliation and status of payments. Request feedback from the OPLOC in preparation for the meeting.

**c. ANG/Rome Lab:**

Not applicable.

**9. TASK - Tuition Assistance (AF Form 1227).**

The AF Form 1227 is initiated by the base education office for military tuition assistance for off duty education. The appropriate AF Form 616 and individual control number will be annotated on all AF Forms 1227.

**a. OPLOC:**

(1) Initially, each base must have vendor codes and contracts established in IAPS for each college (may need to be established upon consolidation).

(a) Establish a vendor record for each college used by a given base's ESO. Add a vendor record using the college name or acronym. (Reference AFM 177-390, paragraph 9.3.2 and IAPS Training Guide, page 46.)

(b) Establish a contract using "MORD", fiscal year, 2-digit site ID, and the college initials or abbreviated name (e.g., MORD9501UCLA), as the contract number (reference IAPS Training Guide, page 55).

1 Enter award category "A". (This will allow you to add the contract without a contract total and contract line items.)

2 Enter Prompt Payment Act (PPA) code "C" for regular and maximum pay days of 30.

(c) Create a contract folder for each individual contract number (school) established and send to appropriate Data Entry team for filing in central contract file.

(2) Receive the AF Forms 1227 from the base on a weekly basis at a minimum.

(3) Add the form as a call against an AF Form 616, Fund Cite Authority (previously established in IAPS by the FSO), using the last four digits of the control number assigned on the AF Form 1227 as the call number. (Reference IAPS Training Guide, page 33.) This will keep track of the AF Form 616 for later reconciliation between the base ESO and the FSO.

**b. FSO:**

(1) Receive an AF Form 616 from the Base Education Office, certify fund availability, and input commitment into IAPS. (Reference Data Entry Desk Top Instructions for processing AF Form 616.)

(2) Perform reconciliation with the ESO monthly.

(3) Provide assistance as necessary to the OPLOC to resolve issues with the ESO.

**c. ANG/Rome Lab:**

Not applicable.

**10. TASK - Military/Civilian Training, DD Form 1556, Processing.**

The requesting organization uses a properly approved DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, for incurring obligations with educational institutions or vendors for non-contractual training.

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NOTE: Many organizations fund training from an AF Form 616, while others will direct cite their organization funds on individual training requests which must be certified.

### **a. OPLOC:**

(1) Initially, each base must have vendor codes and contracts established in CPAS or IAPS for each commonly used vendor providing training:

(a) Establish a vendor record for each training vendor. Add a vendor record using the vendor name or acronym. (Reference AFM 177-390, paragraph 9.3.2, and IAPS Training Guide, page 46, and CPAS Users Manual, AFMCM 177-417.)

(b) Establish a contract using the form number, fiscal year, 2-digit site ID, and the vendor name/abbreviation (e.g., DD15569538OPM would represent a training contract between Offutt AFB and OPM), as the contract number (reference IAPS Training Guide, page 55, and CPAS Users Manual, AFMCM 177-417).

NOTE: Keep the vendor/contract numbering scheme simple for easy identification of invoices to obligations for Data Entry. The numbers should coincide with the vendor code used so that the technician can identify contract number when the invoice is received.

1 Enter award category "A". (This will allow you to add the contract without a contract total and contract line items.)

2 Enter Prompt Payment Act (PPA) code "C" for regular and maximum pay days of 30.

(c) Create a contract folder for each individual contract number established and forward contract folders to Document Control section for filing in central contract file.

(2) Receive the certified (FSO or AF 616 holder) DD Form 1556 from the base. Review document to ensure all required blocks are completed (e.g., accounting classification, signatures, etc.)

(a) If the training is funded with an AF Form 616, add the DD Form 1556 in CPAS or IAPS as a call against the AF Form 616, Fund Cite Authority (previously established in IAPS by the FSO), using the last four digits of the control number assigned on the DD Form 1556 as the call number. (Reference IAPS Training Guide, page 33, and CPAS Users Manual, AFMCM 177-417.) This will keep track of the AF Form 616 for later reconciliation.

(b) If the training is not funded with an AF Form 616, manually add the DD Form 1556 in IAPS (reference IAPS Training Guide, page 64, and CPAS Users

Manual, AFMCM 177-417). Ensure form is properly certified and line of accounting is shown with corresponding PSR/FSR.

(c) For advance payment training requests, forward immediately to Data Entry for processing, making note of payment required by date. Ensure associates tasked with sorting mail are told to be aware to look out for DD 1556's that require advance payment.

**b. FSO:**

(1) If the training is funded with an AF Form 616, receive an AF Form 616 from the using organization, certify fund availability, and input commitment into IAPS/CPAS. (Reference Data Entry Desk Top Instructions for processing AF Form 616.)

(2) If the training is not funded with an AF Form 616, ensure base organization are aware of requirement to have funds certified prior to making firm commitments until funding is approved. Upon receipt of the DD Form 1556, ensure proper accounting classification is cited and certify accordingly. Note: Implementation of procedures similar to the commitment procedures should be considered as outlined for processing of MORDS. This will provide proper document audit trails and reservation of funding.

(3) Forward DD Form 1556 to OPLOC, Obligation Administration. If not funded by AF Form 616, ensure proper PSR and FSR are annotated.

(4) Make special note of DD Forms 1556's that require advance payment to the OPLOC, and if required, send via FAX in order to meet registration deadlines.

(5) Establish and maintain control log for direct funded DD Forms 1556. Include BQ site code as part of document ID. For commitment processing ensure similar document number input as described with MORDS. IAPS requires YMMM in positions 7-10.

**c. ANG/Rome Lab:**

(1) If the training is funded with an AF Form 616, the accounting office receives an AF Form 616 from the using organization, certifies fund availability, and inputs commitment into IAPS. (Reference Data Entry Desk Top Instructions for processing AF Form 616).

(2) If the training is not funded with an AF Form 616, the accounting office receives the DD Form 1556 and certifies funds on the individual form.

(3) The unit processes DD Form 1556 directly into and IAPS.

(4) Make special note of DD Forms 1556's that require advance payment to the OPLOC, and if required sent via FAX to meet registration due dates.

**11. TASK - Notice of Award Letter.**

The Air Force may accept the offer of a contractor by issuing an unqualified notice of award. This notice constitutes evidence of an obligation until a formal contract is issued. (normally used as an obligation document at the end of the fiscal year).

**a. OPLOC:**

(1) Inquire BQ or CPAS to determine if the FSO has already obligated funds.

(2) If the FSO has not recorded a commitment, obtain approval from FSO to obligate the funds in BQ or CPAS.

(3) Once notice of award has been obligated, create contract file folder and suspense pending receipt of hard copy contract.

(4) When hard copy contract is received, determine if the contract is an IAPS type payment or a By-Others type payment.

(5) If the contract will be paid in IAPS, establish in IAPS and CPAS (reference IAPS Training Guide, pages 55, 60). File hard copy contract in contract file folder and forward to appropriate Data Entry team for filing in central file.

(6) If the contract will be paid as a By-Others transaction, transfer to Intergovernmental Branch. File hard copy contract in contract file folder. Intergovernmental Branch should ensure PSR has a processing center of G.

**b. FSO:**

Forward notice of award letters immediately to the OPLOC. Determine if commitment should be recorded and ensure proper reference is made on award notice letter.

**c. ANG/Rome Lab:**

(1) Manually obligate the notice of award in BQ using appropriate procedures.

(2) Forward notice of award letters to OPLOC as soon as possible.

(3) When hard copy contract is received, determine if the contract is an IAPS type payment or a By-Others type payment.

(a) If the contract will be paid in IAPS, establish in IAPS (reference IAPS Training Guide, pages 55, 60).

(b) If the contract will be paid as a By-Others transaction, process a QD" to the DSR to add the By-Others section sub-processing center code.

## **12. TASK - Purchase Order-Invoice-Voucher (SF 44) Processing.**

The SF 44, Purchase Order-Invoice-Voucher, is processed completely, record obligation, invoice and receiving report by the designated team with the Data Entry section.

## **13. TASK - Changes/Adjustments to Contracting Instruments.**

Adjustments to contracting instruments requiring formal modifications are prepared by the appropriate Administrative Contracting Officer (ACO) and forwarded to the OPLOC. Obvious errors on purchase orders, delivery orders, blanket purchase agreement calls, and related modifications are corrected via pen and ink changes without formal modification in accordance with AFR 177-102, chapter 14, paragraph 3C. All monetary increases to contracts will have a supporting commitment document on file.

### **a. OPLOC:**

Customer Service will often receive written notification from various sources including FSO, and base RA's, a request for a pen and ink change to contracting documents. Determination should be made if they can be accomplished without formal modification. If required request from base contracting office. Ensure FSO is aware of any possible change in amount obligated against the contract.

(1) If changes are not required in either CPAS, IAPS or BQ, file request in appropriate contract folder.

(2) If changes are required in CPAS, IAPS and/or BQ, Document Control forwards to Obligation Administration for appropriate action. (See BCAS interface procedures or manual input section of Desk Top Instructions.)

(3) The Vendor Pay Customer Service section receives requests for changes directly from base activities. If the request involves a funding increase, refer the customer to the appropriate FSO for their action.

### **b. FSO:**

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Procedures:

(1) Receive requests for funding changes from the applicable base activity.

(2) Changes will be coordinated with ACO or contracting officer and appropriate action will be taken in accordance with AFR 177-102, chapter 14, paragraph 3b, AFR 177-120, section J, para 2-48, and the Federal Acquisition Regulation (FAR).

(3) Work with local contracting office to ensure proper AF Form 9 number is included on contract modifications.

**c. ANG/Rome Lab:**

Same as FSO.

**14. TASK - Fiscal Year End Close-out Procedures.**

The fiscal year runs from October 1 and ends at close of business on September 30. All commitments for expiring year funds must be obligated or deleted from IAPS/BQ by close of business September 30. The volume of transactions typically increases dramatically during the weeks leading up to September 30, and require additional effort on all parties -both OPLOC, FSO/FMA, and other base level activities.

**a. OPLOC:**

(1) Identify all individuals who will be dedicated to the close out effort and form a "close-out" team. Teams should be designated to support each bas-level FSO.

(2) OPLOC focal point for FY close out is the Accounts Management and Recon Branch (DFAS-XX/AOA). Obligation Administration is the Vendor Pay focal point.

(3) Assist all FSOs by ensuring special retrievals/listings are available to facilitate clearing outstanding items and identifying obligation balances/contracts that are no longer required.

(4) Run retrievals and IAPS optional products daily in order to monitor progress of data base cleanup efforts. Use PAPERVIEW to monitor unobligated commitments. Use the ODL and sort by OAC/OBAN, and Doc ID.

(5) Receive feedback from FSO pertaining to their coordination with the local FMA office (budget), contracting office, and various other major base activities.

**b. FSO:**

(1) Ensure a cut off date for all AF Forms 616 is established based on the local Base close out plan. Additionally, ensure all are reconciled and remaining balance dropped in sufficient time to reuse funds for other purposes.

(2) Develop detailed plans appointing specific responsibilities and target dates for completion of commitment reconciliation's to ensure proper utilization of all available expiring funds.

**c. ANG/Rome Lab:**

Close out procedures will be locally established and coordinated with the OPLOC.

**15. TASK - Process AF Form 9 and DD Form 1348-1 For Investment Equipment (Fund Codes 17, 29, and 54).**

**a. OPLOC:**

(1) Vendor Pay Branch receives copies of commitment documents from FSO.

(2) Maintain open commitment files until contract award or MILSTRIP requisition.

(3) For Local Purchase items:

(a) Contract will interface from BCAS.

(b) If contract auto-obligate obligate contract using PR/Contract Auto Obligate screen or CPAS contract function, ADD/Modification contract function.

(c) Check for investment items received in SBSS/MEDLOG on the AFO/BCO Receipt/Item Discrepancies listing from IAPS.

1 Manually load the receipt using the information on the discrepancy list.

2 Delete the SBSS/MEDLOG receipt from IAPS.

(d) When payment is processed, manually create a BKA and process it in the appropriate logistics system.

(4) FPG is responsible for MILSTRIP requisitions, obligate in BQ or CPAS when requisition appears on M07.



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(5) Monthly, reconcile gross obligations (UOO/AEU/AEP) to M07 (SBSS).

**b. FSO:**

(1) Receive AF Form 9 or DD 1348 from SBSS or MEDLOG. Ensure correct appropriation data (e.g., RC/CC, EEIC, BPAC) and fund code.

(2) Local purchase items (RID = LPR or JB\*):

(a) Input document into IAPS or CPAS and await DSR.

(b) Certify funds availability.

(3) MILSTRIP requisitions:

(a) Post commitment directly to BQ or CPAS.

(b) Annotate DSR on funding document.

(c) Certify document send to DFAS-XX/FPG.

(d) Return certified original to SBSS/ MEDLOG. Maintain a copy in open commitment file and forward copy to Business Funds Branch (DFAS-XX/AOB) of OPLOC.

(e) Monthly, reconcile fund authority and commitment documents to M07 (SBSS).

**c. ANG/Rome Lab:**

Same as FSO with the following exceptions:

(1) Retain certified original commitment document (reference paragraph b(4)).

(2) Establish obligation in BQ system upon receipt of contract (reference paragraph a(3)(b)).

(3) Monthly reconcile fund authority and gross obligations to M07 (SBSS) (reference paragraph b(5)).